

CITY of BOSTON

Checklist for Small Business Financing

Requirement	Description	Key Resources	✓
Write a Business Plan	A well-written business plan should include a mission statement, business and management structure, marketing plan, and financial projections.	SCORE Boston SBA.gov Office of Small Business Development	
Choose a Business Structure	Choosing a business structure depends on your tolerance for risk to personal assets and how you want the IRS to tax business profits. Choices for business structure include, i) Sole proprietorship, ii) Partnership, iii) Limited liability company, iv) S corporation (S-corp), v) C corporation (C-corp)	SBA.gov Office of Small Business Development	
Apply for an Employer Identification Number (EIN)	If you have employees, business partners, or are a corporation, you need an EIN. Having an EIN and DBA (Doing Business As) name can help boost your credibility when you're starting out. Plus, it's free.	IRS.gov SBA.gov	
Register a DBA (Doing Business As)	A DBA officially registers your business's consumer-facing name with the local government. It lets a small business work under a name that differs from the owner's personal one or the one used to incorporate.	Office of Small Business Development SBA.gov	
Apply for a DUNS Number	A DUNS number is used to create a business credit file. You can leverage it to get loans, contracts, and more.	Dun & Bradstreet Office of Small Business Development	
Obtain Business Licenses and Permits	Based on the type of business and industry, you may need to register with federal, state or local government agencies. For example, restaurants need multiple state and local licenses pertaining to food safety, occupancy, and even the placement of waste bins.	Office of Small Business Development	